

PROGRAM ANALYSIS STAFF (PAS)

REF:

MISSION:

The Program Analysis Staff develops and maintains effective program and financial analysis and prepares and distributes appropriately analytical reports and statements.

FUNCTIONS:

Under general direction of the Comptroller, the PAS plans and develops policies, procedures, standards and techniques over:

- a. A system for review and analysis of CIA program and financial activities.
- b. Progress reporting of CIA organizational elements.
- c. Review and analysis of reports and reporting systems.

Program Review and Analysis:

Analyses major programs of CIA regarding requirements and resources, phasing and consistency with schedules and objectives, implementation of CIA programs, points out deficiencies and recommends action to be undertaken.

Establishes relationships between the reported performances and progress statements and financial data by organization structure, appropriation structure, functions, programs, sub-programs, projects and activities.

Correlates and integrates program performance and progress reports; conducts a continuous review and analysis of the reported performance and progress of CIA programs, evaluates and highlights program performance and progress.

Under the direction of the Comptroller, participates in studies to establish the feasibility and practicability of the financial program structure and any modifications thereof.

Participates in the development of requirements for progress data on each program; and in designing a uniform reporting system which will be suitable for program control and evaluation by the Comptroller.

Appraises the objectives, structures, definitions, and characteristics of CIA programs from the standpoint of their adaptability to significant progress reporting and evaluation.

Organizes special working groups for study of problems involving review and analysis of CIA programs.

Reviews and analyzes current and proposed mission directives in the light of the financial data received to determine proper assignment of functions, and to clarify relationships with other segments of the overall program.

Progress Review and Analysis

Financial management review and analysis of reported performance and progress on CIA activities including basic assumptions, scheduled and attained objectives, program elements, resource requirements and utilization, priorities, quantitative and qualitative factors, performance standards, substantive statements and explanations, and influencing situations and factors outside the control of the Agency.

Integrates and translates the reports of program performance and progress into an overall picture of the status of financial management programs; and shows (1) imbalances of significant factors such as priorities, resource requirement, resource utilization, resource distribution, time schedules, procurements, supply schedules, facilities, etc., within and among CIA programs; (2) deficiencies, insufficiencies, and extreme variations in executing programs; and (3) satisfactory achievements and accomplishments.

Develops policies, methods, procedures and techniques governing the periodic measurement and evaluation of actual against scheduled accomplishments in the execution of CIA programs.

Provides evaluations of the effectiveness and efficiency in the utilization of money, manpower, and material resources in achieving the objectives of CIA programs.

Prepares periodic summary type program progress reports for the Director of CIA and his Deputies, comparing current with programmed status, indicating trends, economies, efficiencies, highlighting delays, difficulties, imbalances, and needs for program revisions.

Prepares manuals or appropriate parts thereof prescribing the principles, methods and techniques of program review and analysis.

Review and Analysis of Reports and Reporting Systems

Develops policies, methods and procedures governing periodic reporting of program performance and progress.

Establishes standards for the preparation of reports.

Supervises the preparation of analyses, reports, and publications on the activities and accomplishments of CIA.

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Directs special surveys of existing reporting systems to determine needed improvements therein, or the desirability of completely overhauling or discontinuing them.

Analyses existing systems of recurring reports for the purpose of determining whether they will provide the data required for the analysis of program progress.

Organizes studies, analyses and recommendations dealing with specialized aspects of the reporting system for the purpose of incorporating necessary special requirements into the system.

Conducts field surveys of reporting systems throughout the CIA organization to assure compliance with prescribed regulations and to give technical assistance or guidance to reporting offices throughout the Agency.

Supervises continuous re-examinations of existing procedures, methods, coverage, definitions and other phases of the reports and reporting systems to uncover gaps, inconsistencies, and shortcomings in the data being produced by the reports and statistical reporting systems.

Makes special studies in problem areas indicated by the evaluation of performance and progress data to determine the adequacy and accuracy of the data, or to determine more specifically the definition of the areas and the seriousness of the problems involved.

Determines essential requirements and needs for data which can be used to measure program performance and progress.

Investigates and analyzes reporting systems used by the other agencies for the purpose of determining the desirable portions which should be incorporated into the proposed systems.

Advises and consults in the development and integration of internal reporting systems with Agency-wide systems.

Assists in bringing about uniformity of internal policy and procedure within field elements, and consistency in the interpretation and utilization of statistical and reporting standards.

Plans, develops, prepares and provides field elements with reporting techniques.

Participates in the establishment of field progress reports to make sure that essential information is collected, analyzed and presented.

Plans, develops and promotes, in coordination with the Office of Training, the training and indoctrination program for review and analysis personnel in the field.

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